

# Data Transfer Method Identification

Rev. 1/04

**Calendar Year 2004**

**OFFICE OF RECOVERY SERVICES/CHILD SUPPORT SERVICES**

**Pursuant to Utah Code Annotated 62A-11-304.5 and 62A-11-104.(8)**

## **FM02**

**Annual Update:** *Please complete and/or make appropriate updates and return by January 30<sup>th</sup>, 2004*

Institution Name: \_\_\_\_\_ Federal Tax/TIN Number: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### **METHOD 1: (All Accounts Method)**

Institutions/Service Providers may elect to submit to Office of Recovery Services/Child Support Services, on a quarterly basis, a file identifying all open accounts. Every institution electing this option must submit a file each quarter of all accounts to be matched against the ORS/CSS data files. ORS/CSS will then send a data file within 30 days back to the institution or service agent with a list of "hits" for those obligors/account holders that matched. The institution/service agent must then return a file within 30 days of "B" RECORD for each matched account. (As explained on page 40) of the Financial Institution Data Matching booklet.)

### **METHOD 2: (Matched Accounts Method)**

Institutions/Service Providers may elect to match files supplied by ORS/CSS, on a quarterly basis (and within 30 days of receiving ORS' file) against all accounts maintained at that institution. Institutions electing this option must report information required by ORS/CSS on all accounts at the institution maintained by obligors/account holders on CSS' inquiry file. (As explained on page 40 of the Financial Institution Data Matching booklet.)

### **MANUAL:**

Those institutions which have 600 or fewer accounts may elect to submit quarterly a manual match of all open accounts. The data must meet all specifications regarding identifying data required as explained in the Financial Institution Data Matching booklet.

Our institution elects to use:      **Method 1** \_\_\_\_\_      **OR**      **Method 2** \_\_\_\_\_      **OR**

**Manual** \_\_\_\_\_  
(Excel form)

### **QUARTERS:**

**To avoid confusion, please use Calendar Year quarters. In other words, Quarter 1 CY2004 is January through March, 2004; Quarter 2 is April through June; Quarter 3 is July through September; and Quarter 4 is October through December 2004.**

If you have questions concerning this form, please contact Tiffeni Wall, Office of Recovery Services, at (801) 536-8902.  
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